American Embassy, Amman
Vacancy Announcement

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ANNOUNCEMENT NUMBER: 11-27

OPEN TO: Eligible Family Member (EFM) Students – All Agencies

SUBJECT: 2011 Overseas Seasonal Hire Program

POSITION: Seasonal Hire Positions

OPENING DATE: April 28, 2011

CLOSING DATE: May 11, 2011

WORK HOURS: Part Time or Full-time (40 hours/week)

SALARY: U.S. Minimum Wage

NOTE: THIS APPOINTMENT IS ONLY FOR ELIGIBLE FAMILY MEMBER (EFM) STUDENTS WHO ARE OFFICIALLY, PHYSICALLY AND/OR GEOGRAPHICALLY RESIDENT OR ATTACHED TO THE SPONSOR'S POST OF ASSIGNMENT.

The U.S. Embassy in Amman is seeking Eligible Family Member (EFM) students for employment in country for Summer Hire positions, employment period May 1, 2011 up to September 30, 2011. Must be available for a minimum of 4 weeks.

Position #	Section	Position	POC
#1	IRM	DPO Assistant	Josh Rush

Basic Functions of Position:
The summer hire may also assist the DPO manager in dispatching and receiving the Diplomatic Pouch and distributing the mail. Dispatches, receives and distributes letter and packages received through the Diplomat Post Office insuring timely delivery to mission employees. Accurately distributes daily internal and external interoffice correspondence. Capable of lifting up to 40 pounds.

Qualifications Required:
1. Good knowledge of Microsoft Office
2. Some knowledge of Windows XP.
3. Good typing skills.

4. Good verbal skills
5. Excellent organizational and sorting skills.

#2- 3   ISC   Computer Assistant   Josh Rush

Basic Functions of Position:
The summer hire will be tasked to organize the ISC Store rooms in the Basement and make sure that everything is organized and in place with proper labeling. They may also assist the ISC Staff with the computer/monitor/keyboard/UPS/printer replacement which is done is a regular bases; also they will be helping the ISC staff with their upcoming projects such as (Internet centralization, Replacing standalone printers with network printers etc.) The summer hire should be willing to learn and work together with LAN Admin staff in the field to support user problem, such as network cable problem or configuring a network printer on the user account. Must be capable of lifting up to 40 pounds of CPU, printer or scanner.

Qualifications Required:
1. Good knowledge of Microsoft Office
2. Some knowledge of Windows XP and accurate typing.
3. Good knowledge of PC hardware, like replacing hard drive or installing additional memory.
4. Good knowledge of network cabling

4   IRAQ SUPPORT UNIT   Office Assistant   Matt Smith

Basic Functions of Position:
1. Assume duties of Office Management Assistant.
2. Answer phones and take messages.
3. Prepare all arrangements to assist ISU staff visiting Baghdad.
4. Update performance metrics using existing protocols established.
5. Maintain Calendars of ISU Officers and other duties as assigned.

Qualifications Required:
1. High School or college student
2. Very Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
3. Good typing skills.
 4. English native speaker.

5   HUMAN RESOURCES OFFICE   HR Clerk/HR Office Assistant   Gia Hinman

Basic Functions of Position:
1. Scan Position Descriptions into electronic database
2. Filing, sorting and data entry for all Personnel related work in HR
3. Fixing the employee files to new style folders and re-labeling all.
4. Shred/Destroy unnecessary documents from employee files
5. Special projects as required

Qualifications Required:
1. High School or college student
2. Good at managing and maintaining files
3. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
4. Good typing skills
5. Good verbal skills

 # 6   CONSULAR   Office Assistant   Deanna Abdeen
Basic Functions of Position:
Assist with the full-range of consular processing, from data-intake and filing to assisting public walk-ins and answering phones. Will work closely with other consular colleagues in a team setting.

Qualifications Required:
1. High School or college student
2. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
3. Attention to detail.
4. Good verbal skills
5. Arabic would be a plus

 # 7   PUBLIC AFFAIRS   Office Assistant   _____Helen Lovejoy
Basic Functions of Position:
The incumbent will assist Public Affairs in administrative and clerical duties, assisting the press office in social media activities and the cultural office in implementing grants and cultural programs; and developing purchase orders on the ARIBA system and handling petty cash.
1. Scan documents into electronic database
2. File grants, hard copy and electronic
3. Develop purchase orders on ARIBA computer system for material required for PD events.
4. Shred/Destroy unnecessary documents from files
5. Special projects as required, such as assist in setting up sound and light for cultural performances, or respond to queries on PA Amman's Facebook page.

Qualifications Required:
1. High School or college student
2. Good at managing and maintaining files
3. Good written skills
4. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
5. Good typing skills
6. Good verbal skills
 # 8   USAID   Management Assistant   Ellie Zehr
Basic Functions of Position:

The incumbent will assist the Executive Office in administrative and clerical duties. This person will be exposed to USAID Mission procedures, Mission structure, the Automated Directives System (ADS), and certain legal requirements for US foreign assistance.
1. Scan documents into electronic database
2. File
3. Re-label files
4. Shred/Destroy unnecessary documents from files
5. Special projects as required such as some photographing of our project sites and write short stories

Qualifications Required:
1. High School or college student
2. Good at managing and maintaining files
3. Good written skills
4. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
5. Good typing skills
6. Good verbal skills

9　　　　USAID　　　Management Assistant　　　　　Ellie Zehr

Basic Functions of Position:
The incumbent will assist the Financial Management Office in administrative and clerical duties. This person will be exposed to USAID Mission procedures, Mission structure, the Automated Directives System (ADS), and certain legal requirements for US foreign assistance.
1. Scan documents into electronic database
2. Scan and file payment and accounting documents.
3. Re-label files
4. Shred/Destroy unnecessary documents from files
5. Special projects as required such as some photographing of our project sites and write short stories

Qualifications Required:
1. High School or college student
2. Good at managing and maintaining files
3. Good written skills
4. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
5. Good typing skills
6. Good verbal skills

10　　　　USAID　　　Outreach and Administrative Assistant　　　Ellie Zehr

Basic Functions of Position:
USAID/Jordan requires the services of an Outreach/Administrative Assistant to provide support for the Social Sectors Office (SSO) for outreach activities and to assist with updating the electronic filing system.

The SSO Office consists of three sectors: Democracy and Governance; Education and Population and Family Health. SSO projects support expansion of quality education; building sustainable democratic institutions, increasing citizen participation; and improved family health services and practices. This person is expected to work collaboratively with the SSO teams as well as their partners to carry out the work outlined below.

Outreach Duties: (50%)
Accompany Contracting Officer Technical Representatives (COTRs) on site visits or other project sponsored activities. Take photographs and write up short anecdotal summaries of the event for use in the "Jordan Weekly," for posting on the USAID website, or for documentation purposes. Assist COTRs in the preparation of required materials for each event, including but not limited to Action Memos, Scene Setters and Talking Points. Serve as part of the USAID outreach team and describe in memo form how selected activities contribute to USAID outreach program. Accompany USAID outreach activities organized by the USAID Program Office to regularly scheduled events (if they are scheduled during the period of employment).

Filing Duties: (50%)
The incumbent will assist the SSO and the PFH office secretary update and organize electronic files for ongoing SSO projects. This will involve cleaning up the SSO/PUB directory, making a list of files, sorting and arranging electronic folders in order to group temporary and permanent files scan important documents and file them electronically in the appropriate file folders. Collect and compile photographs available at partners' offices. Organize existing and new project-related photographs in a designated electronic directory.

Qualifications Required:
1. High School or college student
2. Good at managing and maintaining files
3. Good written skills
4. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
5. Good typing skills
6. Good verbal skills

 # 11   USAID   Engineer   Ellie Zehr
Basic Functions of Position:
The student will work during his/her assignment at the Social Sectors Office under direct supervision of the senior office project management specialist- Engineer.

The student will have the opportunity to learn about: Project design and construction management, design concepts and design development, design and bidding documents, construction supervision, cost management/ cost control, USAID funded projects in Jordan, and development hypothesis related to infrastructure.

The student will be expected to implement certain tasks during his/her assignment related to the topics above, in particular:

Under the supervision of USAID Engineer, review of the engineering documents and provide comments on the quality of the designs and compliance with the requirement. Draft various

technical documents including letters, reports, updates, brochures and emails. Accompany USAID engineer to selected meetings and field visits, record notes, minutes of meetings and observations. Help in developing and updating databases related to SSO engineering projects. Help in filing key documents related to SSO engineering projects.

The incumbent will assist USAID Offices in administrative and clerical duties. This person will be exposed to USAID Mission procedures, Mission structure, the Automated Directives System (ADS), and certain legal requirements for US foreign assistance.

1. Scan documents into electronic database
2. File
3. Re-label files
4. Shred/Destroy unnecessary documents from files
5. Special projects as required such as some photographing of our project sites and write short stories

Qualifications Required:
1. College student—Architecture, Civil Engineering or other Engineering field if possible.
2. Good at managing and maintaining files
3. Good written skills
4. Good computer skills (MS Word, Excel, Outlook, Power Point, etc.)
5. Good typing skills
6. Good verbal skills

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency Status in determining successful candidacy.
2. Successful candidate must be able to obtain the required security clearance.
3. Must be a U.S. citizen, age of 16-24 years. Student status: Must be a student currently enrolled in a course of study at an educational institution, college, or university within the past 12 months and is registered to re-enroll in the immediate upcoming regular school term.
4. Must be available to work at least 4 weeks during this time frame.
5. All applicants must address each selection criterion with specific and comprehensive information supporting each item.

INSTRUCTIONS TO APPLY:

Interested applicants for this position should submit the following by the closing date of **May 11, 2011**

1. Please complete and return Application for Federal Employment (DS-174) attached; or current resume or curriculum vitae that provides the same information as a DS-174.
2. Please complete and return the Bio Data Sheet attached.

3. Scanned copy of DS-174 and Bio Data Sheet are attached; if you are unable to open the attachments please feel free to contact HRO Amman, tel: 590-6406..

SUBMIT APPLICATION TO:

Human Resources Office
Fax 593 1598
Applications can be submitted electronically through AmmanEmployment@state.gov.